


For: State Offices (Except AK, HI, and PR) and Work Measurement County Offices

**Recommendations for Improving
the County Office Work Measurement System**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

BUD annually requests recommendations to improve the County Office Work Measurement System. Suggested improvements are reviewed at the National County Office Work Measurement Committee Meeting.

B

Purpose

This notice:

- informs work measurement County Offices that BUD is requesting recommendations
 - provides State and County Offices with instructions for submitting recommendations.
-

Disposal Date

January 1, 2002

Distribution

State Offices; State Offices relay to Work Measurement County Offices

2 Requested Information

A

Recommendations

Recommendations may include, but are not limited to:

- new work measurement items
- revising current work measurement items
- clarifying instructions in 12-AO (Rev. 17)
- commenting about or improving the work measurement system software
- using query/36 for automated unit counts
- improving reports currently available from the automated system.

Note: Prior National County Office Work Measurement Committee Meeting minutes can be reviewed on the following website, <http://www.fsa.usda.gov/dam/bud/bud1.htm>, which can serve as a guide in preparing recommendations for the upcoming FY 2002 committee meeting.

B

Recommendation Categories

Recommendations are presented to the County Office Work Measurement Committee under 4 categories:

- work items
- software
- query
- general.

Each recommendation shall be submitted according to the format in Exhibit 1 and shall include the following:

- State and County Office submitting the recommendation
 - category
 - specific work item or paragraph from 12-AO (Rev. 17)
 - menu option or query, if applicable
 - narrative identifying suggested changes.
-

Notice 1243

3 Submission Action

A

County Office Action

County Offices shall e-mail all recommendations to the State Office through e-mail by March 30, 2001.

B

State Office Action

State Offices shall follow the instructions in this table to submit recommendations to BUD.

Step	Action
1	Combine all State and County Office recommendations into a single Word document.
2	Ensure that the format in Exhibit 1 is followed and that the office submitting recommendation is indicated.
3	E-mail the consolidated Word document to Carlisle Cox by April 6, 2001. Note: Negative reports are required.

Submitting FY 2002 Recommendations for Consideration by the National COWM Committee

A
Format

Following is an example of the format for recommendations.

Instructions	
State and County Name _____	(1)
Category_____	(2)
Work item or paragraph_____	(3)
Menu option or query, if applicable_____	(4)
Written Recommendation_____	(5)

Note: In order to eliminate problems in consolidating recommendations at the National level, keep the format simple. Do not use FSA State or County Office letterhead, headers or footers, shapes, columns, page numbering, or tables.

B
Completing
Recommendation

Complete recommendation as follows.

Item	Instructions
1	Enter the State and County Office submitting the recommendation.
2	Enter 1 of the 4 categories listed in subparagraph 2 B.
3	Enter the work item or paragraph referenced in 12-AO (Rev. 17).
4	Enter menu option or query, if applicable.
5	Enter narrative description of suggested changes or enhancements.
